



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

June 9, 2004

RQ-2

Ms. Melinda Hatton, Treasurer
American Hospital Association PAC
325 Seventh Street NW, Suite 700
Washington, DC 20004

Response Due Date:
July 9, 2004

Identification Number: C00106146

Reference: April Monthly Report (3/1/04-3/31/04) and May Monthly Report (4/1/04-4/30/04)

Dear Ms. Hatton:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. An adequate response must be received at the Commission by the response date noted above. An itemization of the information needed follows:

-Schedule B supporting Line 21(b) discloses negative entries for apparent in-kind contributions disclosed on Schedule B supporting Line 23 of your committee's report on behalf of federal candidate(s). Please be advised that in-kind contributions should be disclosed on Schedule B supporting Line 23 according to the date the goods/services are provided to the candidate. This method of reporting would clarify for the public record the total amount of contributions to federal candidates, including in-kind contributions. Any subsequent payment(s) to a vendor(s) for the in-kind goods/services should be disclosed as a memo entry(s) on Schedule B supporting Line 21(b), during the appropriate reporting period, according to the date the payment was made. Please amend your report to clarify this discrepancy. Please refer to the enclosed sample of properly reported in-kind contributions.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee.